

# MEAL SERVICE REQUIREMENTS

## Types of Meals

---

Institutions shall serve one or more of the following meal types:

- Breakfast
- Morning (AM) snack
- Lunch
- Afternoon (PM) snack
- Supper
- Late night snack

Institutions may claim reimbursement for the meal types specified in the Institution's approved application packet in MyIdahoCNP.

## Meal Reimbursement

---

Child care centers, Head Start programs, outside school hour centers, family day care homes, and adult day care centers may not claim reimbursement for more than two meals and one snack or one meal and two snacks provided daily to each participant.

Emergency shelters may be approved to claim up to three reimbursable meals - breakfast, lunch, and supper, or two meals and one snack - to each child, each day, on weekdays and weekends. Only meals served in congregate meal settings are eligible for reimbursement. Meals which are consumed in private family quarters in an emergency shelter are not reimbursable.

### **Exception for Infants Meals Served in 'Private Family Quarters' Within an Emergency Shelter**

Meals provided for infants from birth through age 11 months but served outside the congregate setting may be claimed if the shelter:

- Provides all of the required components to the infant's parent or guardian; and
- Maintains records documenting that meals met the meal pattern requirements.

At-risk afterschool care centers may claim for reimbursement only one at-risk afterschool snack and one at-risk afterschool meal per child per day. An at-risk afterschool care center that provides care to a child under another component of CACFP during the same day may not claim reimbursement for more than two meals and one snack, or one meal and two snacks, per child per day, including the at-risk afterschool snack and the at-risk afterschool meal.

# Time of Meal Service

---

State agencies may require any Institution or facility to allow a specific amount of time to elapse between meal services or require that meal services not exceed a specified duration. Below are Idaho's meal service time requirements:

Meals that are claimed for reimbursement must be served at traditional meal times. SDE defines traditional meal times within the ranges indicated below:

- Breakfast shall not begin after 9:00 am
- Lunch: 11:00 a.m. - 1:30 pm
- Supper: 4:00 p.m. - 7:00 pm
- Snacks should be timed to allow hunger to develop before the snack is served with enough time before the next scheduled meal service for hunger to develop again. SDE recommends that at least 90 minutes lapse between the end of one meal or snack and the beginning of the next meal or snack.

USDA has provided flexibility in meal service times for At-risk afterschool centers. Please refer to the At-Risk Afterschool Centers section of this manual for more information.

## MEAL TIME WAIVERS

Institutions may request other meal times if they are necessary to meet participants' needs. Written requests with justifications must be approved by SDE before meals served at non-traditional times may be claimed for reimbursement.

# Meals Eaten at another Location

---

Picnic lunches provided by the Institution and supervised by the Institution's staff may be claimed for reimbursement. To be claimed for reimbursement, meals must meet CACFP meal pattern requirements. Caution must be taken to ensure that potentially hazardous foods are transported, stored and served according to local public health policies.

Meals packed by the Institution and sent with a participant to eat at another location without the supervision of the Institution's personnel are not eligible for CACFP reimbursement.

The goal of CACFP is to serve nutritious meals, prepared on-site but commercially prepared foods are allowable in CACFP with proper documentation. Food purchased from a fast food establishment would fall into this category. Institutions will need to ensure that items, if purchased at a fast food establishment are made from creditable ingredients and that the quantities served are credited properly. This can be done by having the restaurant complete a product formulation statement that the Institution then verifies to make sure it is accurate. Note: food from fast food restaurants is usually not nutritionally sound. These items tend to be higher in fat, calories, and sodium so menu planners should take this into account. SDE encourages the best practice of preparing food in the home or center that meets not only CACFP standards, but also current dietary guidelines.

## Food Provided by Parents/Guardians

---

Generally, food provided by parents/guardians may not be counted as fulfilling meal pattern component requirements in the CACFP. If parents provide an additional food, such as a dessert item, and the Institution provides the required components, the meal may be claimed for reimbursement. Such foods should be served after the required components to help ensure that the foods in the CACFP meal pattern are eaten first and the children's nutritional needs are met before additional foods are offered. Parents/guardians cannot be required or coerced to provide any food(s) for their child who is participating in the CACFP.

## Menu Pattern Requirements and Food Substitutions

---

All Institution employees who assist with the meal service and preparation of the meal must receive annual training on the meal pattern including serving portions per age group. In addition, the Institution's employees must be provided information on participant individual food substitutions due to medical or other allowable reasons. For more information on the meal pattern requirements and food substitutions please refer to the Meal Pattern Requirements section of this manual.

### **WATER AVAILABILITY**

Drinking water must be made available to children throughout the day, including at meal times. While water must be made available to children during meal times, it is not part of the reimbursable meal and cannot be served in lieu of fluid milk.

Water can be made available to children in a variety of ways, including simply providing water to a child when it is requested.

## Sanitation

---

Institutions shall ensure that in storing, preparing, and serving food, proper sanitation and health standards are met which conform to all applicable Idaho and local laws and regulations. Institutions shall ensure that adequate facilities are available to store food or hold meals.

## Meal Service Styles

---

For all meal service styles, food components must be served in sufficient amounts to meet minimum portion requirements. All components must be served together either on the table or given to each participant at the beginning of the meal. For example, milk cannot be served later in the meal than the other components. Desserts that are part of the required meal pattern must also be served along with all other meal components.

Institutions may choose one of the following methods or a combination of methods to serve CACFP meals. All institutions should be striving to serve meals family style.

### **FAMILY STYLE MEAL SERVICE (RECOMMENDED)**

Meals may be served in a family style setting where foods are placed on the table in serving dishes and

children serve themselves from the serving dishes, with assistance from the supervising adult, as necessary. Family style meal service allows participants to eat together and to make food choices based on individual appetites and food preferences. It promotes mealtime as a learning experience to help participants develop positive attitudes toward nutritious foods, share in group eating situations, and develop good eating habits. Unlike preset service methods, family style meal service can increase children's acceptance of offered foods and their willingness to try new foods. They will see other children choosing certain food items and feel a sense of control over choosing foods and how much to take. Meals served in compliance with the following practices are eligible for reimbursement [FNS Instruction 783-9 Family Style Meal Service in the Child and Adult Care Food Program]:

1. A sufficient amount of prepared food must be placed on each table to provide the full required portions of each of the food components for all children at the table and to accommodate the supervising adult;
2. Every child should initially be offered and encouraged to take the full portion of each meal component required for his or her age group; and
3. If a child initially refuses a component or does not take the full portion size required for his or her age, the supervising adult is responsible for actively encouraging the child to at least take a trial portion, or offering a second helping of the food component during the course of the meal.

A supervising adult must be seated at each table for the duration of the meal. Family style meal service operates as follows:

- All required meal components are placed on the table at the same time.
- Adequate amounts of each food item must be placed on the table to provide at least minimum portions for each participant and supervising adult to be served.
- Participants may serve themselves from serving dishes that are on the table.
- Adults supervising the meal help those participants who are not able to serve themselves.
- Participants are allowed to make choices selecting foods and in the size of the serving.
- A supervising adult must be seated at each table to actively encourage participants to take the full required portion of each food component. The supervising adult must offer the food item again later in the meal if participants initially refuse the food or take a very small portion.

Family style meal service can be conducted in a variety of ways. For example, participants may help in preparing for the meal by clearing the table and setting places, sharing conversation during the meal and cleaning up after the meal.

Family style meal service allows flexibility in the size of initial servings because more food must be readily available at each table. This flexibility must be exercised in compliance with the following practices:

1. Sufficient amounts of prepared food must be placed on each dining table to provide the full required portions of all food components for all participants and any adults supervising and eating the meal at the table.
2. Family style meal service allows participants to make choices in selecting foods and the size of the initial servings. Participants should initially be offered the full required portion of each meal component, but may choose less. Participants must be able to serve themselves with minimal assistance from the supervising adult.
3. The supervising adult(s) are responsible to actively encourage each participant to accept service of the full, required portion for each food component of the meal pattern. The supervising adult(s) should offer a food component again during the course of the meal to participants who initially refused the food component or took less than the full portion. Adult staff should model good eating habits while supervising participants at the dining table.

## RESTAURANT STYLE MEAL SERVICE

In restaurant style meal service (or preset meal service), all food components are portioned and served on the plate and in the cup for each participant. Minimum portion sizes of each required component must be served together to each participant at the beginning of the meal.

## COMBINATION RESTAURANT AND FAMILY STYLE MEAL SERVICE

Some Institutions find a combination of restaurant style and family style best meets the participants' needs. Combination meal service operates as follows:

- The full minimum required portion of one or more components are served restaurant style to each participant. The remaining components are served on the table in communal serving dishes or pitchers adhering to all of the Family Style Meal Service requirements.
- All components must be offered to participants at the same time. For example, it is not acceptable to serve participants the Meat/Meat Alternate and Vegetable/ Fruit components and wait for five minutes before setting the Grains/Breads and the Milk components on the table.

In this meal service style, all the rules governing each service style apply to the foods served using that method. For example, if staff pours milk into glasses, at least the minimum required amount must be poured for each child and offered when the rest of the meal components are served.

## CAFETERIA STYLE MEAL SERVICE

In cafeteria style, participants select food from a cafeteria line. Food is not available at the dining table. Cafeteria meal service operates as follows:

- Participants must select the minimum required amounts of all required components their first time through the cafeteria line.
- Adults must supervise the cafeteria line to ensure each participant selects at least the minimum required portions of all required food components.

## OFFER VERSUS SERVE

Each adult day care center shall offer its adult participants *all* of the required food servings *and components in the menu pattern*. However, at the discretion of the adult day care center, adult participants may be permitted to decline:

One of the four food items required at breakfast:

- One serving of milk, or
- One serving of vegetable and/or fruit, or
- One of the two servings of bread or bread alternate.

Two of the six food items required at lunch:

- One serving of milk and one serving of another component; or
- Two servings of vegetable and/or fruit or one serving vegetable/fruit and one serving of another component, or
- Two servings of bread or bread alternate or one serving of bread/bread alternate and one serving of another component; or
- One serving of meat or meat alternate and one serving of another component.

Two of the five food items required at supper:

- Two servings of vegetable and/or fruit or one serving vegetable/fruit and one serving of another component, or
- Two servings of bread or bread alternate or one serving of bread/bread alternate and one serving of another component; or

- One serving of meat or meat alternate and one serving of another component.

At-risk afterschool programs in schools have additional flexibilities for meal service and choice of meal pattern. Please refer to the At-risk Afterschool Center section of this manual for more information on Offer vs Serve and meal pattern options.

## Prohibition of Separation by Gender During Meal Service

---

In general Institutions in CACFP are not permitted to separate participants on any protected basis during the service of Program meals and snacks. Federal law prohibits discrimination based on gender at any educational Institution receiving Federal assistance.

### EXCEPTIONS TO THE PROHIBITION ON GENDER-SEPARATED MEAL SERVICE

*For co-educational schools and school-based sites operating in CACFP:*

The Food and Nutrition Service (FNS) recognizes religious exemptions granted by the Department of Education (ED) without prior express approval. ED guidelines allow school and school-based sites to apply for an exemption when Federal law prohibiting gender separation is inconsistent with the institution's religious tenets. These exemptions apply broadly to operations, including the meal service at a given site, such as a faith-based school.

Additionally, ED guidelines specifically allow for the approval of gender-separate instruction at public primary and secondary non-vocational schools that could take a variety of forms. It is important to emphasize that since the general rule is that gender separation during meal service is prohibited, a co-educational school may not use limited ED approval of gender-separate instruction to justify blanket gender separation during meal service. Limited exemptions in such situations must be expressly approved by FNS.

*For other Institutions operating in CACFP:*

SDE may approve exemptions allowing separation by gender during a CACFP meal service for participating Institutions, without express prior approval from FNS, in the following circumstances:

- Meal service at religious institutions operating under the dictates of the religion with which they are affiliated.
- Meal service at juvenile correctional facilities where combining members of the opposite gender would present a potential safety risk.
- Meal service at facilities that fully separate by gender as part of their normal operations (for example, gender-separated summer camps).

When requesting an exemption, the CACFP operator must specify in writing which of the above listed reasons apply and why separation by gender is necessary. SDE will document all exemption requests, including the date of approval or disapproval, and if applicable, the duration of the approval in the Institution site applications in MyIdahoCNP.

The above listed exemptions are the only acceptable bases for gender separation during CACFP meal service. Any gender separation not based on the ED and/or FNS approval processes is strictly prohibited.

On a case by case basis, situations that do not clearly fit into any of the exemptions outlined above may be considered by the SDE in direct consultation with the FNS Western Regional Office, including the FNS Civil Rights Office and appropriate FNS National Office Child Nutrition Program staff.

# Meal Counts

A maximum of two meals and one snack or two snacks and one meal per participant per day may be claimed for reimbursement regardless of the length of time a participant is in attendance. Institutions may claim only one meal for reimbursement per participant per meal service. An Institution may claim reimbursement only for the meal types (breakfast, lunch, supper, and snack) approved in the Institution's application packet in MyIdahoCNP.

Meal count forms must be readily available in the serving area. Best practice is to keep meal count forms in a notebook, folder, or on a bulletin board or clipboard so that the meal service staff or provider can easily find and record meal counts.

Institutions should maintain completed meal count forms and summary sheets in a file with other monthly CACFP records.

Even though adult meals in child care centers, Head Start programs, at-risk afterschool centers, outside school hour centers, and emergency shelters are not claimed for reimbursement, centers must record the number of meals, by type, served to adults performing labor necessary to the food service. Each center must have a method to record these meals and may use separate columns on the meal count form to meet this requirement.

## TIME OF SERVICE MEAL COUNTS

All child care centers, Head Start programs, at-risk afterschool centers, outside school hour centers, emergency shelters and adult day care centers must record meal counts at the "time of service." Time of service means each meal or snack is recorded on the meal count record during the meal service when the participants receive the meal or snack. The meal service staff supervising the meal usually records the Time-of-service meal counts.

All child care centers, Head Start programs, outside school hour centers, emergency shelters and adult day care center must record meal counts at the time-of-service for each approved meal type served to each participant, by name (first and last). Below is an example of SDE's Daily Meal Count – Actual Count Method form available in MyIdahoCNP under download forms. This form meets the meal counting requirements described above.

Sponsor Name: \_\_\_\_\_ Month & Year: \_\_\_\_\_

Center/Classroom Name: \_\_\_\_\_

B- Breakfast    AM- Am Snack    L- Lunch    PM- Pm Snack    SU- Supper    LS- Late Night Snack

	MONDAY						TUESDAY						WEDNESDAY						THURSDAY						FRIDAY					
	DATE: _____						DATE: _____						DATE: _____						DATE: _____						DATE: _____					
First & Last Name	B	A	L	P	SU	LS	B	A	L	P	SU	LS	B	A	L	P	SU	LS	B	A	L	P	SU	LS	B	A	L	P	SU	LS
1.																														
2.																														
3.																														
4.																														
5.																														
6.																														
7.																														

At-risk afterschool centers may record meal counts at the time of service using a record to tally the meals by counting the number of participants receiving a reimbursable meal. Below is an example of SDE's Daily Meal Count –At Risk Form available in MyIdahoCNP under download forms. This form meets the meal counting requirements described above.

Sponsor Name:	
Center/Classroom Name:	Meal Type (circle): B L SN SU
Date:	
Meals Served to Children (cross off number as each child receives a meal):	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 <div style="text-align: right;">Total Children Meals + [1]</div>	
Meals served to adults:	
1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 <div style="text-align: right;">Total Program Adult Meals + [2]</div>	



## DAILY MEAL COUNT RECORDS IN DAY CARE HOMES

Family day care homes must record meal counts daily for each meal type by child. SDE or sponsoring Organizations may require family day care homes to record meal counts at the time of meal service in day care homes providing care for more than 12 children in a single day, or in day care homes that have been found seriously deficient due to problems with their meal counts and claims.

Provider or Center Name \_\_\_\_\_  
 Mouth of \_\_\_\_\_

A - Arrival time of Child  
 D - Departure time of Child

B - Breakfast  
 SN - A.M. Snack  
 L - Lunch

SN - P.M. Snack  
 S - Supper  
 LSN - Late Snack

Child Nutrition Programs  
 P.O. Box 83720  
 Boise, Idaho 83720-0027

**Idaho CACFP Attendance and Meal Count Sheet**

CHILD NAME		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
AGE _____	A																															
	D																															
	B																															
	SN																															
	L																															
	SN																															
AGE _____	S																															
	LS																															
	A																															
	D																															
	B																															
	SN																															
AGE _____	L																															
	SN																															
	S																															
	LS																															
	A																															
	D																															
AGE _____	B																															
	SN																															
	L																															
	SN																															
	S																															
	LS																															

## EXAMPLES OF MEAL COUNT METHODS THAT ARE NOT ACCEPTABLE:

- Counting the number of meals prepared or sent by the kitchen;
- Determining the meal count by subtracting the number of entrees left over after the meal service from the number of entrees prepared;
- Counting the number of meals ordered from a vendor;
- Counting meals after the meal is completed based on teachers' memory;
- Using daily attendance records;
- Counting the number of trays or plates on which food is served.

SDE provides meal counting forms for all Institution types to use. Institutions may create their own form but it must be approved by the SDE before using it. In addition, Institutions may use a Food Service software system to maintain meal count records. If the Institution does not enter the meal counts directly into the system during the time of meal service and uses a hard copy form to maintain this information before entering the data into the software system, the Institution must maintain the hard copy record since it is a supporting document for the data entered into the software system.

## COMMON ERRORS THAT CAN BE COSTLY

During program reviews, the SDE reviewer will carefully compare attendance records to the Time-of-service meal count records for a test month. If the SDE reviewer finds the Institution claimed reimbursement for meals that were not supported by attendance records, the SDE reviewer must disallow the meals. For example, if the SDE reviewer found that the Institution was reimbursed for meals when attendance records were missing arrival or departure times, the Institution would owe money to SDE.

The following attendance and meal count errors are sometimes found during program reviews:

- Not properly recording a Time-of-service meal count
- Not recording a participant's attendance
- Recording attendance before the participant arrives
- Recording attendance after the participant leaves

- Recording participant's anticipated or estimated arrival or departure time rather than the actual time
- Not recording split attendance for participants who leave and return the same day
- Not recording arrival and departure times for staff members' children who are in care
- Not recording the arrival and departure of participants who are transported by bus or van
- Claiming a greater number of meals than are supported by attendance records
- Claiming more than two meals and one snack or two snacks and one meal per participant per day
- Addition errors in consolidating meal counts when preparing the reimbursement claim

## INFANT FEEDING BENEFIT NOTIFICATION AND ACKNOWLEDGEMENT FORM

Institutions must notify parents/guardians of their right to receive formula and food for their infant while in care using the Infant Feeding Benefit Notification and Acknowledgement form. Parents/guardians of infants must be offered at least one USDA-approved infant formula and other infant foods as specified on the CACFP infant meal pattern when enrolling their infant for care. Institutions must maintain a signed Infant Feeding Benefit Notification and Acknowledgement form on file for each infant in care.

## INFANT MEAL TIMES AND SERVICE

Institutions are not required to feed infants only at the traditional meal times scheduled for older children. Infant meals must be served consistent with the infant's eating habits. Infants who regularly do not consume all required components at one sitting may be offered the remainder of the required components at subsequent sittings. When the infant has been offered some of the required components of a meal/snack, the rest of the required food components for that meal/snack must be offered before the next scheduled meal/snack to qualify the meal for reimbursement.

**For example**, if you offer an infant a partial meal and the infant falls asleep before you offer her/him all the required components, and the infant doesn't wake up until the next scheduled meal/snack service, you should offer the meal/snack being served at the time the infant wakes. The incomplete meal served to the infant before she/he fell asleep may not be claimed for reimbursement.

Some breastfed infants regularly consume less than the required amount of breast milk per feeding. A serving of less than the minimum amount of breast milk may be offered with additional breast milk offered if the infant is still hungry.

Even though infants should be fed "on demand" only the meal types approved for reimbursement for the individual Institution site(s) may be claimed.

**For example**, if "PM Snack" is not an approved meal type for a site, then PM snacks cannot be claimed for reimbursement, even if the infant is fed mid-afternoon. To change the type of meals offered to better-fit infant feeding needs, Institutions should contact the SDE.

## INFANT MENU RECORDS AND MEAL COUNTS

Institutions must keep separate menu records for infant meals. Because infant diets vary, foods offered must be recorded for each individual infant. The menus must document the infant's name and date of birth, the menu date, the type of meal (breakfast, lunch, or snack), and all actual food items, brand of formula or breast milk served for each meal or snack.

Since infants eat "on demand", infant meals must be recorded using a system that ensures only infants who receive a reimbursable meal are counted in the daily meal count. Infant meals should be included on the claim form with the other participant meals being claimed. They are not recorded separately on the reimbursement claim. Infants are reimbursed at the same reimbursement rate as other Institution participants.

The Daily Infant Menu Record form provided in MyIdahoCNP under download forms is designed to document each complete reimbursable meal for each infant before the meals are tallied and included in the claim for reimbursement.

### DAILY INFANT MENU PRODUCTION RECORD FOR 8 – 11 MONTH OLD INFANTS

DATE: \_\_\_\_\_

- 1) Record date (month/day/year).
- 2) Record the name & birthdate of each infant.
- 3) Specify the **name of the formula** (Document the brand of formula for each meal/snack when different from the formula listed for the infant).
- 4) Record if the infant is receiving *formula*, expressed *breast milk* "**EB**", or is *breastfed* "**BF**" for each meal/snack.
- 5) Record actual food offered for each meal/snack (examples: peaches, apple juice, rice cereal).
- 6) Designate food and/or formula supplied by parent/guardian for each meal/snack as parent supplied, "**PS**". Example: "**PS**, peaches".

NAME OF INFANT Birthdate Brand of Formula	BREAKFAST				LUNCH OR SUPPER					AM or PM SNACK		
	Formula, Breast milk 6-8 oz	Infant Cereal 2-4 Tbsp	Veg. and/or Fruit 1-4 Tbsp	Complete Breakfast Served	Formula or Breast milk 6-8 oz	Veg. and/or Fruit 1-4 Tbsp.	Infant Cereal 2-4 Tbsp.	Meat or Meat Alt. 1-4 Tbsp.	Complete Lunch or Supper Served	Formula, Breast milk or Fruit juice 2-4 oz	(optional) Bread 0-1/2 slice or 0-2 Crackers	Complete Snack Served
Birthdate: _____ Formula: _____							Choose one			AM		
										PM		
Birthdate: _____ Formula: _____										AM		
										PM		
Birthdate: _____ Formula: _____										AM		
										PM		
										AM		

# Questions and Answers

---

## **CAN YOU PLACE WATER ON THE TABLE NEXT TO THE MILK?**

It is not recommended to place water on the table next to milk. This practice implies water is a substitute for milk in the meal. Water is to be made available to the children throughout the day so the children may remain hydrated. Best practices are to place water pitches or containers on a separate counter/table, maintain drinking fountains in or near the service area or place cups next to a sink.

## **CAN YOU OFFER MILK TO A CHILD WITH A MILK ALLERGY TWICE AND THEN IF THE CHILD DECLINES IT TWICE, STILL CLAIM THE MEAL?**

If a child has a food or milk allergy an Institution should not offer them the item they are allergic to in order to claim the meal. If the allergy is not documented with a medical statement form for a disability and is for an allergy or food intolerance, there are several products available that meet the nutritional requirements for a milk substitution.

## **IF AN INFANT FALLS ASLEEP MISSES LUNCH TIME AND WAKES UP CLOSER TO SNACK CAN YOU CLAIM THE MISSED LUNCH SINCE THE REIMBURSEMENT IS HIGHER FOR LUNCH THAN FOR SNACK?**

Maybe. When the infant has been offered some of the required components of a meal/snack, the rest of the required food components for that meal/snack must be offered before the next scheduled meal/snack to qualify the meal for reimbursement.

**For example:** if the approved Lunch meal service time in the site or provider application in MyIdahoCNP is from 11:00 am – 12:00 noon, and the approved PM snack service time is from 3:00 pm -3:30 pm, if the infant was offered all of the required lunch meal components between 11:00 am and 3:00 pm then the meal may be claimed for reimbursement.

## **CAN THE STATE PROVIDE A WAIVER FOR A FOSTER CHILD WHO ARRIVES LATER THAN THE MEAL TIME STATED IN THE SITE/PROVIDER APPLICATION?**

No, waivers are not provided to serve individual children whether they are foster children or not outside of the center's or home's approved meal times in their site/provider application in MyIdahoCNP.

## **FOR FAMILY STYLE MEAL SERVICE, DOES THE REQUIRED MINIMUM AMOUNT OF FOOD NEED TO BE PLACED ON THE TABLE AT THE BEGINNING OF THE MEAL OR CAN THE CENTER OR CLASSROOM HAVE SOME IN RESERVE AND ADD MORE AS NEEDED?**

Sufficient amounts of prepared food must be placed on each dining table to provide the full required portions of all food components for all participants and any adults supervising and eating the meal at the table.

Family-style meal service means that the food is placed on the table for each child or adult participant to serve themselves. Participants may then select the food and the amount of each food they want. During the meal, it is the responsibility of each institution and facility to encourage each participant to accept the full required portion for each food component of the meal pattern. If minimum portions are not available for each participant, meals would be disallowed [7 CFR 226.20(p) and FNS Instruction 783-9, Rev. 2 Family-style Meal Service in the Child and Adult Care Food Program].

## **FOR FAMILY STYLE MEAL SERVICE, DO CHILDREN HAVE TO TAKE THE FULL SERVING OF MILK?**

Children must be able to serve themselves a full serving of milk, if they choose to do so. With family style meal service, the children choose what and how much to serve themselves. The cup provided needs to be large enough to hold the full serving of milk so the child has the option to pour the full amount if they wish. The cup should be able to adequately hold the entire serving without overflowing. For example, at lunch the full serving size for milk for a 3 to 5 year old is six fluid ounces. An appropriate sized cup for this child would be eight fluid ounces. An eight fluid ounce cup is large enough for the child to pour the full six ounce serving without over filling.

Adults may assist the children pouring the milk by using the hand over hand method.

## **ARE CHILDREN REQUIRED TO STAY FOR THE ENTIRE MEAL TIME?**

A child must be seated for a long enough period of time to be offered all components of the meal or snack.

## **CAN AN EMERGENCY SHELTER THAT ALLOWS RESIDENTS TO PREPARE AND SERVE THEIR OWN MEALS PARTICIPATE IN CACFP?**

Yes, if the shelter provides the food and supervises the residents as they prepare and serve their meals, it may be eligible for CACFP. Some shelters encourage residents to prepare their own meals, to help them feel at home and assist them in transitioning to permanent housing. To be eligible for CACFP, the shelter must provide supervision to ensure that meals and snacks are served and consumed in a congregate meal setting.